

OFFICE SYMBOL

DATE

MEMORANDUM FOR (Insert Approving Official's Name, SSN, and Unit)

SUBJECT: APPOINTMENT OF APPROVING OFFICIAL (AO)/Certifying Officer

1. Effective DATE you occupy a position where your duties include the functions of payment certifying officer as a Purchase Card Approving Official (AO). This memorandum is formal notification that you are hereby appointed a Certifying officer to DFAS EUROPE, Unit 23122, APO AE 09227.

2. As a certifying officer, you will be responsible for certifying vouchers and documents for payment. Certifying Officers have pecuniary liability for any illegal, improper, or incorrect payment processed by the Department as a result of any inaccurate or misleading certification. This means that you may have to repay the total amount of any payment that is found to be illegal, improper, or incorrect. You must become thoroughly familiar with your responsibilities and accountability. By signing the enclosed Acknowledgment, you acknowledge this appointment and affirm that you have read and understand your responsibilities as described in the following references:

Title 31, U.S. Code, Sec. 3325 <http://www4.law.cornell.edu/uscode/31/3325.html>
Title 31, U.S. Code, Sec. 3528 <http://www4.law.cornell.edu/uscode/31/3528.html>
DoD Directive 7000.15
http://www.dtic.mil/whs/directives/corres/pdf/d700015_070898/d700015p.pdf
DoDFMR Vol 5, Ch 33 http://www.dtic.mil/comptroller/fmr/05/05_33.pdf

3. In addition, DFAS requires that you complete a DD Form 577, Signature Card. For all hardcopy documents you certify under this appointment, your signature must be in the same form that you signed the DD Form 577.

Name

Commander